



Miami Foundation – Music Access Miami Manager

The Miami Foundation is a \$350 million community foundation focused on building a more equitable and resilient Miami for all who call this place home. Since 1967, we've done this by taking a leadership stance on civic issues, investing in our community and nurturing philanthropy. In partnership with more than 1,000 donors, we invest upwards of \$50 million each year to strengthen our greater community. We lead a large regional giving day to inspire all locals to become philanthropists, we mobilize leaders to unite around common priorities for community impact, we shine a light on critical issues from climate resilience to census turnout, and we work to strengthen the base of nonprofit organizations who stand at the frontlines addressing the greatest needs facing our community.

POSITION DESCRIPTION

The Music Access Miami Manager will be responsible for leading an effort focused on bringing the power of music to all youth in Miami. The Music Access Miami initiative began in 2019 as an exploration about what it would take to bring music to all youth in the region, starting with a \$1 million fellowship and significant investment to foster collaboration and increased impact amongst promising leaders in Miami who share this common goal.

Building from the success of the first year of the Music Access Fellowship, this individual will manage four distinct components of the initiative in the coming years:

1. Lead a fund that mobilizes philanthropists to collaborate to bring music to all youth in Greater Miami.
2. Manage efforts to support the greater ecosystem of music organizations in the region, such as leadership development opportunities for organizational leaders, teaching artists, or school-based personnel.
3. Support a robust collaboration (Music Alliance) of 6+ organizations that will work together to bring music to every child in Miami Gardens serving thousands of students across 12 schools.
4. Oversee the production and management of a regional asset map that includes all arts programming in the county, in meaningful collaboration with our local school system and nonprofit partners.
5. Compile best practices and key learnings to build a scalable collective impact model than could ultimately be replicated across the county or country.

Reports to the Senior Director of Grants Administration

DUTIES AND RESPONSIBILITIES

- Leadership of a Fund focused on bringing music to all youth in Miami
 - o Cultivate, steward and engage a robust portfolio of philanthropists, foundations, corporate partners and others to raise the necessary funds to ultimately foster significant growth for music education organizations in the region
- Manage year-round support efforts for the greater ecosystem of music organizations in Miami
 - o Recruit, engage and mobilize music organizations and leaders in Miami to join into a coalition focused on working together to bring comprehensive, high-quality music programming to all youth in Miami-Dade County
 - o Foster an increasingly trusting and collaborative environment for all organizations working

toward this common goal

- o Provide a menu of support offerings for the growing network of leaders and organizations working to bring music access to youth in Miami
 - o Support in the facilitation of all network events including but not limited to quarterly small group "dine arounds", grant cycles, observation and professional development opportunities
 - o Coordinate other efforts and relationships to strengthen the ecosystem at large, such as Miami-Dade County Public Schools System, QUAVER, and Arts Education Partnership
- Support the Miami Gardens Music Alliance, a neighborhood specific collaboration of music leaders working towards bringing all youth in Miami Gardens the power of music
 - o Build strong relationships with all leaders participating in the alliance
 - o Gather relevant leaders and organizations to share updates, results and challenges that need to be overcome as the project progresses
 - o Manage partners to unite toward common goals, measure impact and determine the best ways to increase the impact of the Alliance
 - o Support partners in designing and managing joint activities and resources, such as transportation costs, concerts, community engagement, among others
 - o Be the bridge between the Alliance and the funders of the initiative, communicating often and reporting on results
 - Leadership and oversight of the Music Access Ecosystem Map
 - o Manage the creation and upkeep of the Music Access Ecosystem Map with support from design consultants
 - o Coordinate relationships with organizations included on the map, and manage external communications to increase use and impact of the map
 - o Establish relationships with other music access organizations and venues that have not been included on the map and increase participation
 - o Manage all logistics and payments necessary to update the map every year
 - o Maintain a strong relationship with Miami-Dade Public School System and be in constant communication with the correspondent assigned to the creation and upkeep of the map
 - Compilation of best practices and key learnings
 - o Establish and manage a reporting/communications structure for all the elements of the Music Access Fund (i.e. Music Alliance, Ecosystem Map, Funders, Ecosystem Activities)
 - o Draft and compile impact reports, including a scalable collective impact model that could ultimately be replicated across the county or country
 - o Coordinate participations in workshops and forums to share best practices and key learnings
 - Other duties and special projects as assigned.

POSITION REQUIREMENTS

Essential Qualities

- Passion for the Miami arts world - Demonstrated by artistic or work experience and engagement with companies, organizations, venues and others.
- Entrepreneurial Spirit - Music Access Miami is in its early stages, and will be best led by an individual with a thirst to create from the ground floor, with little holding them back.
- Strong interpersonal and communication skills - This role will involve relationships management across many constituent groups, from government partners to nonprofit leaders. The ideal candidate will have demonstrated success building and managing robust partnerships.
- Unwavering solution orientation - This initiative is pushing to accomplish something challenging and meaningful that will not be without difficulty. The ideal leader will be asset minded and unafraid of the real work that goes into system level change.
- Obsession with logistics - There will be many moving pieces involved in these three initiative, requiring disciplined organization skills and comfort with small details.
- Willingness to do it all - You will take full ownership for the success and direction of Music Access Miami. There is no job too big or too small. You may rally a crowd of 1,000 people and update the website in the same afternoon.

- Love of music and the arts - You understand the benefits of art education in youth's development and the relevance of the arts in building healthy communities.
- Commitment to diversity, accessibility and inclusion - We are all about elevating voices, spreading power and increasing opportunity for all.

Desired Experience

- Degree in music education, social sciences, project management or other relevant fields, preferred
- At least 5 years of significant project management experience, including management of a team
- Track record of growing an initiative from the ground up and managing large-scale projects to completion with minimal oversight
- Advanced skills in the use of Microsoft Office, email, project management platforms and/or other tech tools (website design, social media, among others)
- Involvement in one or more social impact movements of any kind

This list of essential responsibilities and requirements is not intended to be exhaustive. The Miami Foundation reserves the right to revise this job description as needed to comply with actual job requirements.

SPECIFICS

Status: Full-Time, Exempt

Salary: \$60,000-\$80,000 commensurate with experience and qualifications.

Please submit resume to hr@miamifoundation.org

The Miami Foundation is an Equal Opportunity Employer. EOE M/F/D/V.

Organization:

The Miami Foundation

Post Date:

June 26, 2020

Closing Date:

July 17, 2020

Email:

hr@miamifoundation.org

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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